Navigating Follett’s Desiny System:

* 1. **Getting Started**
     1. Ask the school’s tech support person for a username and password.
     2. Log on to Follett Destiny: [www.yourwebpagehere.com](http://www.yourwebpagehere.com)
  2. **Downloading and setting up Follett Destiny Remote**
     1. Log on to Destiny and click on Help in the upper right hand corner of the page.
     2. Search for Follett Remote.
     3. Click on the first item in the list that is displayed under the Search bar, called “Getting Started with Follett Remote v2.0.”
     4. On the resulting page, click on How do I get Follett Remote?
     5. Follow the directions for downloading and setting up the program. You will need administrative privileges, or someone with administrative privileges, on your computer to install and set up the program.
     6. While you or your local technical support person is on the computer with administrative privileges, follow the directions to set up the program to save inventory and circulation files in a location where your normal logon or staff logon has privileges to store information that you can get to later. Follett Remote is set up to store the files that it is saving on the C: drive of the computer where it is installed. Your own local network login, or your library staff login, will usually NOT have privileges to save information to the C: drive, so the alternate locations need to be setup in the program when it is installed. The directions in Destiny Help cover resetting the location of the files that it will store.
     7. BEFORE YOUR TECH SUPPORT PERSON LEAVES, log in to your local network (or have a staff person do it) and make sure that you can get to the program, open the inventory function and scan some barcodes to make sure that it can save the scans, close the program, and then navigate successfully to the folder where the files are stored. The files are named by the function that you used (Circulation, Inventory, etc.) and the date that it was created. You should be able to open one with WordPad and see the scans in the file.
     8. To get help with using the program once it has been installed, search for “Quick Help Library” in Destiny online help, and then scroll down the resulting page to find and click on Quick Help for Follett Remote, which you should print out and keep handy.
  3. **Logging In and Getting Started**
     1. On the opening page, click the button in the upper right corner. Use your **Destiny login**.
     2. After logging in, you will see tabs for Catalog, Circulation, Back Office, and My Info. Each tab has its own set of options on the left sidebar.
     3. The **Catalog** tab contains all the functions you need to maintain bibliographic records: adding, duplicating, editing, importing, and deleting them, as well as searching for them.
     4. Likewise, you can perform all of your **Circulation** tasks — checkouts, checkins, renewals, holds/reserves, and fines (for lost or damaged books) — with the functions available on the Circulation tab.
     5. The **Back Office** tab contains all the functions you need to maintain your patron records: adding, editing, importing patron records, and importing patron pictures. You will also find functions for setting up your library, taking inventory, and producing reports and labels.
     6. The **My Info** tab contains the logged in user’s transaction information, including a list of the items they currently have, items they've requested, fines they owe, etc.
  4. **Cataloging and Data Entry Procedures**
     1. **Access Levels and Passwords** 
        1. Destiny provides six default access levels: Administrator, Guest, Library Administrator, Patron (student), Staff, and Teacher. You can edit any of them, delete Patron, Staff, or Teacher, or create new access levels. If you belong to the Administrator access level, you can change the Access Level for any individual patron from the Edit Patron page.
        2. Guests are users who do not log in; they do not have user names or passwords. A Guest would be anyone who can reach Destiny’s web site. By default, Guests are always able to search the catalog. (**Students who do not have a user name or password can always search the catalog as Guest.)**
     2. **Checking In Books**
        1. **With a Scanner**
           1. Open Circulation in Destiny.
           2. Select **Check In** on the side toolbar.
           3. Scan book with scanner.
           4. Check screen for successful transaction.
        2. **Without a Scanner**
           1. Open Circulation in Destiny.
           2. Click on **Check In** on the side toolbar.
           3. Type in the title or barcode of the book, then http://destinyhelp.fsc.follett.com/robo/projects/destiny/go.gif
           4. This will return you to the Check In screen.
           5. Book will be checked in.
        3. **Checking Out a Book with or Without a Scanner**
           1. To check out a copy, open Check Out in Circulation.
           2. Scan the patron's barcode in the **Find** box, or type it in and click http://destinyhelp.fsc.follett.com/robo/projects/destiny/go.gifor press Enter
           3. This will return you to the Check Out screen.
           4. Scan or type the book’s barcode and check screen.
     3. **Finding a Patron**
        1. To find a patron, on a Circulation screen, look for find patron or find patron2, or 
        2. Enter the patron’s barcode, or, if you don't have a barcode, enter the patron’s first or last name (or part of a name, followed by \*.) Then select the correct name from the resulting list. ***To look up patrons from other schools in the district, on the Circulation, Check Out screen uncheck the box that says Only my patrons.***
     4. **Adding a Patron**
        1. In Back Office, select Add Patron. Remember to save your entry.
     5. **Adding a Title**
        1. In Catalog, open Add Title to create a new bibliographic record.   
           Because there may be an existing record in a district collection, Alliance Plus Online, or a Z39.50 server that would meet your needs or require only minor modifications, you can also search for a record. If you do not find the title, click Add the Title (in the upper right corner) to create a new record from scratch.  
           If you find it and it's already in your collection (http://destinyhelp.fsc.follett.com/robo/projects/destiny/home_red.gif), click its http://destinyhelp.fsc.follett.com/robo/projects/destiny/detailsover.gif, then click http://destinyhelp.fsc.follett.com/robo/projects/destiny/edittitle.gif, if necessary.  
           If it's from Alliance Plus Online (http://destinyhelp.fsc.follett.com/robo/projects/destiny/aplus.gif) or a Z-Server (http://destinyhelp.fsc.follett.com/robo/projects/destiny/zrecord.gif), click http://destinyhelp.fsc.follett.com/robo/projects/destiny/savetitle.gif, then http://destinyhelp.fsc.follett.com/robo/projects/destiny/edittitle.gif, if necessary.
     6. **Add a Copy**
        1. In Catalog, search for a title in Add Title. On the Search Results page, locate the title and click its http://destinyhelp.fsc.follett.com/robo/projects/destiny/detailsover.gif. Select the matching title (record), then click on add copies. Remember to Save when finished.
     7. **Title Peek**
        1. Catalog includes a feature called **Title Peek**. Students can “see” the cover of the book on-line and catalogers can sometimes match records by cover images.
     8. **Calendar**
        1. Add dates when library is closed or special events to calendar.
        2. To set up the calendar, open the Calendar / Hours page in the Back Office.
     9. **Reports**
        1. In Back Office, select Reports on the sidebar. You will find three tabs:



* + - 1. Click on Library Materials or Patrons to choose existing reports on such topics as:
* barcode and spine labels
* bibliographies
* call number reports
* checked out/overdue reports and notices
* collection or library usage statistics
* reading program reports
* lost copies

If you need to create your own report (with special parameters), go to Report Builder and follow the setup screens.

Once you tell Destiny to run a report, your report goes to and can be viewed (or deleted) in the Job Manager.

* + 1. **Circulation Types**
       1. Circulation Types are classifications of library materials that allow you to set up different loan policies for different types of materials or for different patron types. **You can also limit reports and notices by Circulation Type.**
       2. Using Circulation Types allows you to assign different lending periods to each Patron Type Patron Types are classifications of patrons that allow you to set up different loan policies for different types of patrons. You can also limit reports and notices by Patron Type. In addition, Destiny maintains circulation statistics based on Patron Types.. For example, a circulation type of "Reference" could have a lending period of 0 (zero) days for students and 5 days for faculty.
       3. You can create any number of Circulation Types such as Overnight, New Books, or In Library Use Only. You can change a copy's Circulation Type at any time on the Edit Copy page (reached from AddTitle in the Catalog).
       4. Destiny assigns the default Circulation Type The default Circulation Type, defined in Library Policies, is used by Import and by Add Copies. If an incoming copy record has no Circulation Type, Import assigns the default Circulation Type. When in Add Copies, the default type appears in the record. You can always edit a copy's Circulation Type and change the default Circulation Type. to a new copy whenever you add or import one. You set up the default Circulation Type when editing loan policies in the Circulation Type View.